Padstow Christmas Festival

Thursday 5th - Sunday 8th December 2019

The Christmas festival is now in its 12th year and attracts more than 50,000 visitors, making it one of the biggest festivals of its kind in the South West. The event will again be held in the South Quay car park opposite the Customs House in Padstow, by kind permission of Padstow Harbour Commissioners. There will be the same three large marquees which were so successful last year.

Health and safety will still be a major issue so we do need to rely on your co-operation in these areas and anyone not adhering to the regulations will be asked to leave. **Once again dogs will not be allowed in the marquee during the duration of the event**.

Opening times for both the food market and the craft fair will be:

Thursday 5th December 12noon – 6.00pm
Friday 6th December 10am – 8.30pm
Saturday 7th December 10am – 6pm
Sunday 8th December 10am – 5.pm

Our aim is to have a wide variety of stalls offering food and drink from the West Country as well as local gifts, artisan products and crafts.

To keep the diversity of stalls we will only allow three stalls selling the same primary product i.e. Jewellery, coffee, sausages etc.

If you would like to apply for a stall at this year's Christmas festival. Please fill in the attached form and send as soon as completed to:

Tina Evans,
PATA Events Ltd.,
32 Dennis Road,
Padstow,
PL28 8DE

All stalls will be 3m wide x 2m deep, unless otherwise stated, and the cost will be £720.00 plus VAT.(hot food providers prices will be supplied separately).

All application forms must be signed, agreeing to Ts&Cs, and must have a 50% deposit to be considered. Stalls will be allocated on **a first come, first serve basis**.

Unsuccessful applicants will be notified. The final balance will be due for payment by Monday **15th June 2019. (Do not send final payment until invoice has been issued).** Our aim is to provide a variety of different goods and suppliers and this will be a consideration when deciding the successful applications. The festival is VAT registered, and the VAT registered invoice will be the final one you receive in June. All our contractors have increased their charges significantly, and we are investing in a heating system to try and combat the condensation this year. Health and Safety requirements have increased at a cost, hence the rise in the stall prices.

Important dates:

From 1st February– Application due date with deposit
15/06/2019 – Full Payment due
04/12/2019 – Stall set up from 3pm – 8pm
05/12/2019 - Stall set up from 7.30am
05/12/2019 - 12 noon Padstow Christmas Festival 2016 commences

All cheques to be made payable of PATA Events Ltd.
BACS: Barclays Bank Sort Code: 20-74-20
Acc No: 63822079 ***Please mark clearly with stall's trading name.***

Kind Regards,

Tina Evans

Chairman
PATA Events Ltd
Email: info@padstowchristmasfestival.co.uk

Padstow Christmas Festival

Thursday 5th December (12noon) – Sunday 8th December 2019.

Stallholder Application: **Cooking stalls**

Details Stalls cost £780.00 plus vat.			
Name of Business:			
Title: Mr Mrs Miss Ms Dr	1. Contact first and last name:	Phone or mobile no:	
Title: Mr Mrs Miss Ms Dr	2. Contact first and last name:	Phone or mobile no:	
Address (1):	Town:	Postcode:	
Email (1):	Website:		

I confirm that the details I have provided are factually correct and that I agree to the terms and conditions.

Signed:_____ Print Name:_____

(Ticking the box above is equivalent to a signature that confirms your statement is factual and you agree to the terms and conditions of the application which are enclosed with this form and must be signed for your application to be considered.)

As you may be aware, Padstow Christmas Festival is run solely on donations and sponsorship. Without this the Christmas festival would not be able to happen. If you would like to help out by donating a raffle prize we would be very grateful.

May we use this information in publicity for the Festival?		**Yes**		**No**
Stall request: All Stalls are 3m wide x 3m deep and cost £780.00 plus vat unless stated otherwise.				
	Stall Required			**Price Includes**

				✓ Over night security ✓ Shared halogen heating ✓ Overhead lighting **1 KW supply of electricity** **There will be a charge of £20 for each further KW**.

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Please list your product. We will only allow 3 stalls selling the same primary items e.g. jewellery, coffee etc.

	Product / Service type(s) You wish to sell / promote		Product / Service type(s) You wish to sell / promote
1		**9**	
2		**10**	
3		**11**	
4		**12**	
5		**13**	
6		**14**	
7		**15**	
8		**16**	

May we use this information in publicity for the Festival?	**Yes**	**No**

All successful stallholders must have public liability insurance, stall and stock insurance, a current risk assessment and food hygiene where applicable - and if selling alcohol a TENS licence. Copies of all certificates must be sent with the final payment for your stall. These will all be checked. Please list below.

Electricity: Please indicate the level of power your stall requires in total watts 1 KW will be provided free of charge all other requirements will be charged at £20 per KW. If requirements not notified on application form will be charged at an extra £40 on the day. All electrical equipment must be PAT Tested and display the relevant sticker These requirements will all be checked on the day of set up.

1. 1 KW 2. 4 KW 3. 8 KW	**For any other electricity requirements please state below:**
Any electricity requirement not listed and not paid for in advance will not be allowed on the day. The KW will be checked at set up. All electricity prices are subject to vat.	
All stalls must remain open until 5pm on the Sunday. No dismantling will be allowed until then. Make sure you have enough stock to stay until 5pm. Any stallholders not adhering to this will not be invited back the following year.	
Should you wish to cancel no refunds will be given under any circumstances unless a stallholder can be found to take your place.	
Please photocopy all documents and retain for your records.	

Padstow Christmas Festival 2019

THURSDAY 5th DECEMBER (12 noon) – SUNDAY 8th DECEMBER

Terms and Conditions for stall holders – Please sign and return and keep a copy for your records

- All applications for stalls will be dealt with on a first come first served basis. Only three stalls will be allowed to sell the same item as their primary product. i.e jewellery, coffee etc.
- **Stall costs**: **£780.00** plus VAT. All stalls are 3m wide x 2m deep, unless otherwise specified.
- **Stall costs include**: Overnight security, overhead lights, heating if necessary, 1KW of electricity.
- **Deposit:** No application will be considered without the 50% deposit, and this form signed and returned. Closing date is the **15th March 2019.**
- **Final payment** and all documentation is required when you receive your final invoice.
- **Additional electricity** (over the 1KW provided free of charge) will be charged at £20.00 plus VAT per KW. Any requirement not shown on the application form will be charged an extra £40.00 plus VAT per KW on the day.
- **Electricity payments**: All electricity payments are subject to VAT and must be paid for with the final payment, otherwise no electricity will be allocated.
- **Local traders**: No local Padstow town trader will be allowed a stall within the festival marquees, except in the case of major sponsors to the event. Details on request.
- **Documentation**: All stall holders must provide with their final payment (due on 15th June 2019) copies of: Public Liability Ins, Risk Assessment, Food Hygene certificate, TEN's to cover alcohol sales. If these are not provided no stall will be allocated.
- **Set up:** Traders may set up between 1500 and 2000 on Wednesday 4th December, and from 0730 until 1100 on Thursday 5th December.
- **Dismantling:** All stalls must remain open until 5pm on the Sunday 8th. No dismantling will be allowed until then. Make sure you have sufficient stock to stay until 5pm. Any stall holders not adhering to this will not be invited back the following year.
- **Arbitration**: The event organisers reserve the right to refuse any stall application for the Padstow Christmas Festival.
- **General**: The festival organisers cannot be held responsible for any damage or theft of their stock or equipment, including but not limited to damage or theft caused by the dismantling of the marquee for any reason prior, during or after the trading period. In the event of cancellation due to any circumstances no refunds will be issued. The organisers strongly recommend that all stallholders investigate their

own insurance cover. Any stallholder whose behaviour is judged unacceptable will be asked to leave the festival and will forfeit their payments; any contravention of any of the above terms and conditions will result in the stall holder being asked to leave the Festival and will forfeit their payment.

- **Full Name**……..**Date**……..
- **Signature**……
- **I fully agree with the terms and conditions above and agree to abide by them.**

Single use plastics: together we can make a difference

Cornwall boasts some of the most spectacular coastline in the country, and Padstow Christmas Festival is committed to protecting and maintaining it for generations to come.

More than eight millions tons of plastic is dumped in our oceans every year, according to the Marine Conservation Society - and it's leading to an unprecedented environmental crisis. Big pieces of plastic are choking and entangling turtles and seabirds, says Greenpeace, and tiny pieces are clogging the stomachs of creatures who mistake it for food. Plastic is now entering every level of the ocean food chain and even ending up in the seafood on our plates.

Plastics are some of the most durable materials in existence - hence their popularity - but can take a minimum of 500 years to degrade, causing pervasive damage to our marine environment.

Small lifestyle changes can bring significant benefits - so the festival is taking steps to reduce plastic usage. But, we can't do it without the help and support of stallholders, traders, and festival goers:

1. No single use plastic bags will be given out or sold at the festival. Special Padstow Christmas Festival canvas bags are on sale in the Christmas market or Padstow's Tourist Information Centre.
2. Rather than buying bottled water, use a refillable water bottle instead.
3. Bring a reusable coffee cup from home.
4. We're phasing out the use of single use plastic packaged foods, plastic cutlery, cups, coffee stirrers, straws, food trays, containers, and other serve ware. By 2023, all serve ware used/distributed by stallholders at the festival will have to be made from paper, card, or wooden compostables.
5. No expanded polystyrene.
6. We're phasing out the use of single serving sachets (eg sugar, spreads, milk, sauces, salt and pepper). From 2023, only refillable containers will be permitted.
7. Stallholders must remove from the site at the end of each day all of their packaging / plastic/cardboard / paper waste; the festival doesn't have the capacity to dispose of it on their behalf.

Thank you for your co-operation. Together, we can make a difference.